

Emergency Response

Chapter 296-824 WAC

Resources

Helpful Tools

Developing Emergency Response Plans R-1

Resources



Emergency Response

Chapter 296-824 WAC

Resources

Developing Emergency Response Plans Basic Planning Considerations

Important Information!

Chapter 296-824 WAC, Emergency Response to Hazardous Substance Releases Rule, **requires** you to do the following if there could be an **uncontrolled release** of a hazardous substance in your workplace:

- Develop and follow an Emergency Response Plan (ERP)

OR

- Develop and follow an Emergency Action Plan (EAP)

This optional tool will help you develop an ERP. Planning an ERP and preparing designated employees for responding (including training, equipment, and medical surveillance) is more complex than the requirements for an EAP.

Before using this guideline see:

- The "Scope" section of Chapter 296-824 for more information about uncontrolled releases.
- The EAP requirements in Chapter 296-24-567 WAC, Employee Emergency Plans and Fire Prevention Plans.



Emergency Response

Chapter 296-824 WAC

Resources

INSTRUCTIONS:

- Before you use this guideline:
 - Identify (by hazard assessment) the types of uncontrolled hazardous substance releases that can occur in your workplace.
 - Familiarize yourself with the rule requirements in Chapter 296-824 WAC.

Follow all of the steps below to plan for **EACH TYPE** of uncontrolled release that could occur.

Step 1. Identify expected hazards.

- Hazard assessment needs to be done by an individual who has appropriate technical knowledge and experience.
- This information forms the basis for selection of personal protective equipment (PPE) and development of emergency response procedures.
- If confined spaces could exist site-specific evaluations and procedures may be necessary. Follow requirements in Chapter 296-62 WAC, Part M to identify confined spaces.

Step 2. Make sure all potential participants are involved in planning, whether the response involves only your employees or other employees at the site. Make a written agreement covering all of the following:

- ☐ How potential participants will be notified when a release occurs. Be specific about the communication system to be used (for example: method to use, and sequence of contact).
- ☐ What roles your employees will take during the response.
 - See Table 1 in Chapter 296-824 WAC for roles and duties employees may assume during a response.
- ☐ Who assumes the Incident Commander position both initially and whenever a new response participant arrives.
 - New response participants you should consider are site-response teams, fire departments, law enforcement, HAZMAT teams, emergency medical services, state or federal officials, and other affected employers in the vicinity.



Emergency Response

Chapter 296-824 WAC

Resources

- Step 3. Describe how your employees will be alerted to the release.
- Examples of methods to use for alerting employees include dedicated radio frequencies, siren blasts, and alarms linked to monitoring devices.
- Step 4. Plan and describe your site's evacuation procedures. Specify:
- ☐ Who initiates the evacuation and notifies employees
 - ☐ Primary and alternate escape routes
 - ☐ Who will assist in evacuating employees, including physically challenged employees
 - ☐ Where the "safe" primary and secondary assembly areas will be
 - ☐ How you will account for all employees and any others present
 - ☐ How first-aid needs will be supported
- Step 5. For releases at your facility or job site, decide if any of your employees (for example, process operators) need to control or shut down critical processes before designated responders arrive.
- If actions require these employees to enter the danger area they need to be trained as emergency responders.
 - ☐ Develop procedures for these employees, including:
 - Identifying circumstances that trigger such actions
 - Specifying how selected employees will be notified to start the procedures
 - Describing how to perform actions safely
- Step 6. Identify employees who will be emergency responders. Make arrangements to train these employees, or certify competencies, on their expected roles and duties.
- ☐ Decide and document how competencies will be determined
 - ☐ Review course outlines to make sure training is complete
 - ☐ Make sure documentation of training or competency is provided



Emergency Response

Chapter 296-824 WAC

Resources

Step 7. Develop and carry out a medical surveillance program for your employees as specified in Chapter 296-824 WAC, Sections 11050 through 11060.

- ☐ Identify covered employees
- ☐ Make arrangements for appropriate medical surveillance (for example: exams or consultations)
- ☐ Provide and document the appropriate surveillance for employees

Step 8. Develop and carry out a written PPE program for your emergency response employees that covers all of the following:

- ☐ Selection of PPE for the hazards expected
- ☐ Limitations, capabilities and hazards of wearing PPE
- ☐ How to identify and prevent heat stress (and related injuries), if applicable
- ☐ Proper fit procedures for PPE, if applicable
- ☐ Procedures for maintenance (decontamination, cleaning, repairs, storage and disposal)
- ☐ Training and documentation to support all program elements
- ☐ How to effectively evaluate the PPE program
 - You can combine other written PPE-related program requirements from the WISHA Safety and Health Core Rules, Chapter 296-800 WAC, and the General Occupational Health Standards, Chapter 296-62 WAC, into this program to prevent duplication of written programs.

Step 9. Make arrangements to properly equip your emergency response employees. Provide:

- ☐ PPE such as respirators, protective suits, gloves
- ☐ Rescue equipment, if needed (for example, retrieval devices for confined spaces)
- ☐ Air-monitoring devices and other field equipment, if needed



Emergency Response

Chapter 296-824 WAC

Resources

Step 10. Make arrangements to provide appropriate emergency medical treatment and first aid to your emergency response employees.

- ☐ Identify who will provide emergency medical services (EMS)
- ☐ Determine notification procedures
- ☐ Specify where the medical assistance area will be located
- ☐ Include provisions for transporting individuals, if necessary
- ☐ Provide training and proper equipment to in-house EMS employees

Step 11. Develop written emergency response procedures that:

- ☐ Specify how all response participants will communicate in joint operations and describe the chain of command
- ☐ Describe methods for securing and controlling access to the site (i.e., work zones, equipment, personnel, procedures)
- ☐ Describe methods for identifying hazardous substances and hazard analysis
- ☐ Specify control methods
- ☐ Detail how proper PPE is selected
- ☐ Designate necessary equipment and personnel duties for handling the release
- ☐ Describe when the buddy system will be used
- ☐ Detail decontamination methods (i.e., equipment, personnel, location, set-up)
- ☐ Identify procedures for completing the response

Step 12. Plan and conduct on-site drills at least once a year to determine if your evacuation and notification procedures are sufficient. Drills should include all emergency response participants who will be involved in a response.



Emergency Response

Chapter 296-824 WAC

Resources

Resources



1 • 800 • 4BE SAFE

(1 • 800 • 423 • 7233)